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# County Executive

## MISSION STATEMENT

The Offices of the County Executive provide political leadership to the community and administrative direction to the County's departments and offices. The Office is committed to providing accurate, timely, and effective staff support to the County Executive and the Chief Administrative Officer (CAO) as they address their responsibilities in an atmosphere that is characterized by excellence, efficiency, openness, outreach, equity, and integrity.

## County Government Reorganization

In February, 2008, the County Executive announced a detailed Montgomery County Government Reorganization in order to improve effectiveness, customer service, accessibility, and efficiency. As part of this plan, the Internal Audit function will be moved from the Department of Finance into the Offices of the County Executive.

## BUDGET OVERVIEW

The total recommended FY09 Operating Budget for the Offices of the County Executive is \$6,908,850, an increase of \$1,657,120 or 31.6 percent from the FY08 Approved Budget of \$5,251,730. Personnel Costs comprise 90.2 percent of the budget for 50 full-time positions and eight part-time positions for 50.0 workyears. Operating Expenses account for the remaining 9.8 percent of the FY09 budget.

The FY09 budget reflects the shifting of the internal audit function (\$921,860) into the Offices of the County Executive from the Department of Finance. FY08 program descriptions, costs and workyears have been restated under the new organizational structure to make it easier to compare FY08 and FY09 program expenditures and staffing. In the budget summary, FY07 actual, FY08 budget, and FY08 estimated figures reflect the old organizational structure, while FY09 figures reflect the new organizational structure.

## LINKAGE TO COUNTY RESULTS AREAS

The Offices of the County Executive support all eight of the County Results Area.

## PERFORMANCE MEASURES

The primary focus of the Offices of the County Executive is to provide policy direction, reinforce accountability, and ensure the achievement of results. In support of these objectives, the focus has been on the following:

- Development of performance plans with detailed performance targets for major County departments;
- Development of related performance measures to gauge efficiency and effectiveness; and
- Development of data collection systems to facilitate performance analysis.

The department budget sections reflect many of the performance measures developed as part of this process. During the coming year, additional efforts will be undertaken to measure results and identify further enhancements.

In addition, this department's Capital Improvements Program (CIP) requires Current Revenue funding.

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## ACCOMPLISHMENTS AND INITIATIVES

- ❖ *Implement the CountyStat initiative to develop an accountability and assessment tool for everyday management and long-term planning in government.*
- ❖ *Begin the implementation of a 311/Constituent Relationship Management (CRM) system to create a single phone number that will allow residents to make non-emergency requests for County government services, information, or complaints.*
- ❖ *Use the Office of Community Partnerships to build an open, welcoming, responsive, and accountable government.*
- ❖ *Organize a series of ethnic leadership summits to hear from communities whose voices perhaps have not been heard in the past.*
- ❖ *Facilitate a series of meetings between County officials responsible for procurement and leaders of the nonprofit community.*
- ❖ *Publish a community resource guide in partnership with the Montgomery County League of Women Voters, Discovery Communications Inc., and Host Hotels and Resorts for use by the general public. The guide was translated into Spanish and Chinese and made available on the web.*
- ❖ *Improve use of staff at the Volunteer Center to expand the County's ability to provide more programming to the nonprofit community.*
- ❖ **Productivity Improvements**
  - *Implemented a new online, web-based volunteer management database system to streamline how volunteers and nonprofits find each other.*
  - *Improved tracking of more than 7,000 recipients of the Holiday Giving Project and ensured deliveries to those in need.*
  - *Installed an online database that improved the management of emergency volunteers in several ways: safer and easier system registration of volunteers; more expedient notification of volunteers in times of disaster; and enhanced availability of technical data.*
  - *Allow nonprofits to effectively manage their own volunteers, work hours, and assignment to group projects through the use of online tools.*
  - *Centralized information banks of the Office of Community Partnerships to enhance their ability to communicate with residents, organizations and other County departments.*
  - *Converted the In-Touch Newsletter from a quarterly printed document to an electronic format. The electronic version provides more up-to-date information to the residents of the County while reducing production costs.*

## PROGRAM CONTACTS

Contact Sonetta Neufville of the Offices of the County Executive at 240.777.2516 or Charles Goldsmith of the Office of Management and Budget at 240.777.2779 for more information regarding this department's operating budget.

## PROGRAM DESCRIPTIONS

### **County Executive - Policy Planning and Development**

The County Executive oversees the enforcement of the laws of Montgomery County and provides Executive direction to all departments and offices of the County government. The County Executive also develops policies; proposes plans, programs, budgets, and legislation to the County Council; adopts Executive Orders and Regulations; and appoints citizens to boards, committees, and commissions.

### **FY09 Recommended Changes**

	Expenditures	WYs
<b>FY08 Approved</b>	<b>1,276,590</b>	<b>9.0</b>
Miscellaneous adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting more than one program	29,970	0.0
<b>FY09 CE Recommended</b>	<b>1,306,560</b>	<b>9.0</b>

### **CAO - Supervision & Management of Executive Branch Depts.**

The Chief Administrative Officer (CAO) supervises all departments and offices of the Executive Branch. The CAO also advises the County Executive on administrative matters and coordinates management review and decision-making on policies, programs, plans, budgets, legislation, regulations and similar matters. CountyStat provides a forum for ongoing monitoring and measurement of the effectiveness and efficiency of County government services in order to improve performance, reinforce accountability and focus on results. The Constituent Services staff coordinates responses to correspondence, telephone calls, electronic mail, and walk-ins concerning County programs and services. Information and Referral staff maintains the information database for resources such as the Quick Guide.

#### **FY09 Recommended Changes**

	Expenditures	WYs
<b>FY08 Approved</b>	<b>1,945,460</b>	<b>14.3</b>
Add: CountyStat	477,980	5.0
Miscellaneous adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting more than one program	373,610	0.4
<b>FY09 CE Recommended</b>	<b>2,797,050</b>	<b>19.7</b>

### **Community Partnerships**

The Office of Community Partnerships (OCP) is a bridge between community residents and organizations and the County government. To keep Montgomery County's residents informed about policies, programs, and issues, OCP staff coordinates responses to residents' written and e-mail correspondence and responds to telephone inquiries. The OCP staff provides outreach and liaison services to ethnic, multilingual, and multicultural communities. OCP staff works closely with the County's non-profit and faith community organizations. They work in partnership with County departments to ensure that efficient, effective, responsive and high-quality services are provided to all Montgomery County residents. To help celebrate the rich diversity of Montgomery County, the OCP staff coordinates a number of community events throughout the year including the County's Martin Luther King, Jr. Birthday Celebration; Black History Month; Arab American Heritage Month; Asian Pacific American Heritage Month; Juneteenth Commemoration; Hispanic/Latino Heritage Month and Native American Heritage Month. OCP staff also publishes a monthly e-mail newsletter. The Volunteer Center promotes volunteerism as a community ethic among government, business, religious, civic and educational segments of the community. The Center also coordinates grants associated with volunteer activities.

#### **FY09 Recommended Changes**

	Expenditures	WYs
<b>FY08 Approved</b>	<b>1,450,290</b>	<b>12.0</b>
Increase Cost: Annualization of FY08 Lapsed Positions	58,870	0.5
Increase Cost: Martin Luther King Day Events	25,000	0.0
Decrease Cost: Community Outreach Manager Positions	-60,680	0.0
Miscellaneous adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting more than one program	-13,420	0.0
<b>FY09 CE Recommended</b>	<b>1,460,060</b>	<b>12.5</b>

### **Planning and Fiscal Analysis of Infrastructure Needs**

This program coordinates the review and analysis of referrals regarding master plans, master plan amendments, functional plans, growth policy, adequate public facilities, annexation plans, zoning text amendments, and other land use and planning-related proposals submitted to the Executive Branch and/or the Office of the CE/CAO for review and/or comment. The staff also manages the Base Realignment and Closure grant.

**FY09 Recommended Changes**

	Expenditures	WYs
<b>FY08 Approved</b>	<b>396,800</b>	<b>3.4</b>
Shift: Pedestrian Safety Position to Department of Transportation	-42,000	-0.4
Eliminate: Land Use Planning Policy Analyst	-94,050	-1.0
Miscellaneous adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting more than one program	-34,640	0.0
<b>FY09 CE Recommended</b>	<b>226,110</b>	<b>2.0</b>

**Internal Audit**

This program provides accurate, independent, and useful information through audit services to assist Executive Branch managers in the effective discharge of their responsibilities. Internal Audit is mandated by County Charter, Article 2, Executive Branch Section 218. The program provides identification of areas of risk in accountability systems; conducts fiscal, contract, performance, and information systems audits for financial compliance, economy, efficiency, and effectiveness; oversees investigative audits and audits required by law; provides advice to departments on internal control issues; and communicates the actions necessary for enhancing accountability.

**FY09 Recommended Changes**

	Expenditures	WYs
<b>FY08 Approved</b>	<b>953,030</b>	<b>4.8</b>
Increase Cost: Government Accountability Initiative	54,330	0.0
Increase Cost: Internal Audit Contracts CPI Increase	6,440	0.0
Decrease Cost: Internal Audit Monies Added in FY08	-100,000	0.0
Miscellaneous adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting more than one program	8,060	0.0
<b>FY09 CE Recommended</b>	<b>921,860</b>	<b>4.8</b>

**Administration**

The Administration program provides budget development and analysis, fiscal and inventory control, personnel and payroll management, training and supervision, procurement, and contract administration.

**FY09 Recommended Changes**

	Expenditures	WYs
<b>FY08 Approved</b>	<b>182,590</b>	<b>2.0</b>
Miscellaneous adjustments, including negotiated compensation changes, employee benefit changes, changes due to staff turnover, reorganizations, and other budget changes affecting more than one program	14,620	0.0
<b>FY09 CE Recommended</b>	<b>197,210</b>	<b>2.0</b>

## BUDGET SUMMARY

	Actual FY07	Budget FY08	Estimated FY08	Recommended FY09	% Chg Bud/Rec
<b>COUNTY GENERAL FUND</b>					
<b>EXPENDITURES</b>					
Salaries and Wages	3,341,335	3,645,050	3,495,740	4,651,530	27.6%
Employee Benefits	850,752	1,006,900	967,280	1,352,430	34.3%
<b>County General Fund Personnel Costs</b>	<b>4,192,087</b>	<b>4,651,950</b>	<b>4,463,020</b>	<b>6,003,960</b>	<b>29.1%</b>
Operating Expenses	389,030	360,840	400,020	658,720	82.6%
Capital Outlay	0	0	0	0	—
<b>County General Fund Expenditures</b>	<b>4,581,117</b>	<b>5,012,790</b>	<b>4,863,040</b>	<b>6,662,680</b>	<b>32.9%</b>
<b>PERSONNEL</b>					
Full-Time	36	39	39	48	23.1%
Part-Time	5	9	9	8	-11.1%
Workyears	35.4	38.2	38.2	47.5	24.3%
<b>GRANT FUND MCG</b>					
<b>EXPENDITURES</b>					
Salaries and Wages	129,120	168,520	168,520	178,980	6.2%
Employee Benefits	38,694	68,640	68,640	50,900	-25.8%
<b>Grant Fund MCG Personnel Costs</b>	<b>167,814</b>	<b>237,160</b>	<b>237,160</b>	<b>229,880</b>	<b>-3.1%</b>
Operating Expenses	457,658	1,780	1,780	16,290	815.2%
Capital Outlay	0	0	0	0	—
<b>Grant Fund MCG Expenditures</b>	<b>625,472</b>	<b>238,940</b>	<b>238,940</b>	<b>246,170</b>	<b>3.0%</b>
<b>PERSONNEL</b>					
Full-Time	2	2	2	2	—
Part-Time	1	0	0	0	—
Workyears	1.7	2.5	2.5	2.5	—
<b>REVENUES</b>					
Retired Senior Volunteer Program	83,796	97,860	97,860	105,080	7.4%
Service Learning Impacting Citizenship	4,142	0	0	0	—
Corporate Volunteer Council	15,731	21,840	21,840	21,850	0.0%
Medical Reserve Corps	22,134	0	0	0	—
Urban Areas Security Initiative	457,309	0	0	0	—
Base Realignment and Closure	4,151	119,240	119,240	119,240	—
Natl Assoc of County & City Health Officials	4,401	0	0	0	—
<b>Grant Fund MCG Revenues</b>	<b>591,664</b>	<b>238,940</b>	<b>238,940</b>	<b>246,170</b>	<b>3.0%</b>
<b>DEPARTMENT TOTALS</b>					
<b>Total Expenditures</b>	<b>5,206,589</b>	<b>5,251,730</b>	<b>5,101,980</b>	<b>6,908,850</b>	<b>31.6%</b>
<b>Total Full-Time Positions</b>	<b>38</b>	<b>41</b>	<b>41</b>	<b>50</b>	<b>22.0%</b>
<b>Total Part-Time Positions</b>	<b>6</b>	<b>9</b>	<b>9</b>	<b>8</b>	<b>-11.1%</b>
<b>Total Workyears</b>	<b>37.1</b>	<b>40.7</b>	<b>40.7</b>	<b>50.0</b>	<b>22.9%</b>
<b>Total Revenues</b>	<b>591,664</b>	<b>238,940</b>	<b>238,940</b>	<b>246,170</b>	<b>3.0%</b>

## FY09 RECOMMENDED CHANGES

	Expenditures	WYs
<b>COUNTY GENERAL FUND</b>		
<b>FY08 ORIGINAL APPROPRIATION</b>	<b>5,012,790</b>	<b>38.2</b>
<b>Changes (with service impacts)</b>		
Add: CountyStat [CAO - Supervision & Management of Executive Branch Depts.]	477,980	5.0
Enhance: Adjustments for Criminal Justice Coordinating Commission and Other Workforce	0	0.4
Eliminate: Land Use Planning Policy Analyst [Planning and Fiscal Analysis of Infrastructure Needs]	-94,050	-1.0
<b>Other Adjustments (with no service impacts)</b>		
Shift: Internal Audit from Finance to Offices of the County Executive	961,090	4.8
Increase Cost: General Wage and Service Increment Adjustments	223,720	0.0
Increase Cost: Annualization of FY08 Lapsed Positions [Community Partnerships]	58,870	0.5
Increase Cost: Annualization of FY08 Personnel Costs	58,740	0.0
Increase Cost: Government Accountability Initiative [Internal Audit]	54,330	0.0
Increase Cost: Group Insurance Adjustment	48,900	0.0
Increase Cost: Retirement Adjustment	47,290	0.0

	Expenditures	WYs
Increase Cost: Martin Luther King Day Events [Community Partnerships]	25,000	0.0
Increase Cost: Printing and Mail Adjustments	8,760	0.0
Increase Cost: Internal Audit Contracts CPI Increase [Internal Audit]	6,440	0.0
Increase Cost: Annualization of FY08 Operating Expenses	560	0.0
Decrease Cost: Motor Pool Rate Adjustment	-60	0.0
Decrease Cost: Elimination of One-Time Items Approved in FY08	-25,000	0.0
Shift: Pedestrian Safety Position to Department of Transportation [Planning and Fiscal Analysis of Infrastructure Needs]	-42,000	-0.4
Decrease Cost: Community Outreach Manager Positions [Community Partnerships]	-60,680	0.0
Decrease Cost: Internal Audit Monies Added in FY08 [Internal Audit]	-100,000	0.0
<b>FY09 RECOMMENDED:</b>	<b>6,662,680</b>	<b>47.5</b>
<b>GRANT FUND MCG</b>		
<b>FY08 ORIGINAL APPROPRIATION</b>	<b>238,940</b>	<b>2.5</b>
<b><u>Other Adjustments (with no service impacts)</u></b>		
Increase Cost: Technical adjustment	7,230	0.0
<b>FY09 RECOMMENDED:</b>	<b>246,170</b>	<b>2.5</b>

## PROGRAM SUMMARY

	FY08 Approved		FY09 Recommended	
	Expenditures	WYs	Expenditures	WYs
County Executive - Policy Planning and Development	1,276,590	9.0	1,306,560	9.0
CAO - Supervision & Management of Executive Branch Depts.	1,945,460	14.3	2,797,050	19.7
Community Partnerships	1,450,290	12.0	1,460,060	12.5
Planning and Fiscal Analysis of Infrastructure Needs	396,800	3.4	226,110	2.0
Internal Audit	953,030	4.8	921,860	4.8
Administration	182,590	2.0	197,210	2.0
Totals	6,204,760	45.5	6,908,850	50.0

## CHARGES TO OTHER DEPARTMENTS

Recipient Department	Recipient Fund	FY08		FY09	
		Total\$	WYs	Total\$	WYs
GENERAL FUND					
CIP	CIP	184,940	1.0	183,210	1.0
Permitting Services	Permitting Services	62,490	0.5	133,330	1.0
Police	General Fund	30,240	0.3	0	0.0
Urban Districts	Urban District - Silver Spring	30,240	0.3	0	0.0

## FUTURE FISCAL IMPACTS

Title	CE REC.	(\$000's)				
	FY09	FY10	FY11	FY12	FY13	FY14
This table is intended to present significant future fiscal impacts of the department's programs.						
<b>COUNTY GENERAL FUND</b>						
<b>Expenditures</b>						
<b>FY09 Recommended</b>	<b>6,663</b>	<b>6,663</b>	<b>6,663</b>	<b>6,663</b>	<b>6,663</b>	<b>6,663</b>
No inflation or compensation change is included in outyear projections.						
<b>Labor Contracts</b>	<b>0</b>	<b>229</b>	<b>235</b>	<b>235</b>	<b>235</b>	<b>235</b>
These figures represent the estimated cost of general wage adjustments, service increments, and associated benefits.						
<b>Central Duplicating Deficit Recovery Charge</b>	<b>0</b>	<b>-1</b>	<b>-1</b>	<b>-1</b>	<b>-1</b>	<b>-1</b>
This per employee charge will be eliminated in FY10.						
<b>Internal Audit Contract Increase</b>	<b>0</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>
For a CPI increase on existing Internal Audit contracts.						
<b>Subtotal Expenditures</b>	<b>6,663</b>	<b>6,898</b>	<b>6,904</b>	<b>6,904</b>	<b>6,904</b>	<b>6,904</b>